

**Boise Bible College Internships
General Information
Handbook**



General Internship Information

WHY AN INTERNSHIP?

So, you're ready to start an internship! We hope this is a dynamic learning experience for you. An internship is a chance to bring together the world of college and the world of ministry. It is an opportunity to add some "on-the-job training" to your college learning. It is taking what you learned in the classroom to the field—you get some hands-on experience in ministry. You continue to deepen your learning through the laboratory of an established ministry. It is important that you view this opportunity as both a chance to apply what you've learned as well as another genuine form of learning.

In order to make the most of this opportunity, you will need to step back occasionally and examine what you have been doing and why you have been doing it: "What happened?" "How did people respond?" "How did I respond?" "What does this suggest about me as a person?" "What does this reveal about my convictions regarding my ministry?" As you reflect, you will begin to adjust some of your values about and approaches to ministry. The more you interact with your experiences, the more you will learn, grow, and develop.

The Components of Training Church Leaders

Because BBC seeks to glorify God by equipping servant leaders who build up the church to advance the gospel worldwide, the internship is a vital part of the development process. BBC's core competencies can be categorized into three key areas of development in preparing you to be a Christian leader—knowledge, skills, and character. All three are interrelated in forming and developing servant leaders.

Knowledge

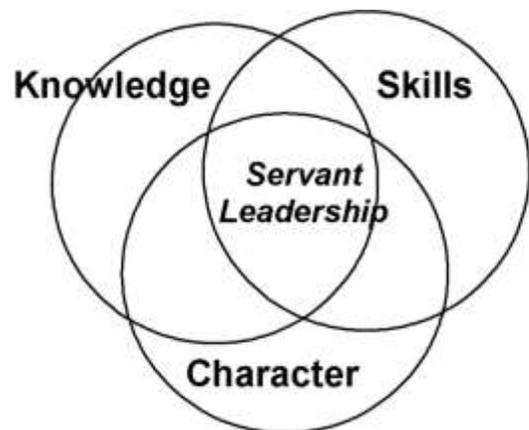
Knowledge is imparted in the classroom. In order for you to truly internalize classroom knowledge, you must wrestle with applying it in the field.

Skills

Practical ministries departments simulate actual ministry settings. An internship has a distinct advantage in providing an arena in which you can acquire and refine ministry skills.

Character

Character refers to the Christ-like qualities that enable you to make wise choices. In the Bible, Christian leadership is the overflow of Christian character. If you, a future leader, are to succeed in bringing glory to Christ through your life and your work you must make this area of development a priority.



GUIDING PRINCIPLES FOR THE INTERNSHIP EXPERIENCE

A lot of time, prayer, and thought have gone into the internship process at Boise Bible College. There are several guiding principles for the internship experience.

Mentored Ministry Experience

In order for your internship to be most effective, you need a field mentor to guide your experience rather than being left to figure it out on your own.

Character Development

Ministry is the overflow of your character. Therefore, we want you to be intentional about developing a deep well of spiritual discipline and key character traits through the indwelling work of the Holy Spirit in your life.

Learning through Reflection

We see your internship as an extension of the classroom—it is a learning activity. To learn from your experience you need to practice self-evaluation; ask good questions; and seek out, pay attention to, and implement feedback.

Experiencing the Relational Side of Ministry

Ministry happens in relationships; therefore, some experiences you may have are: attending staff or leadership meetings, resolving conflict, partnering in pastoral care, learning contextualization and culture of the ministry setting, and gaining people skills.

Significant Ministry Responsibility

At some point during your internship experience, we want you to have an experience where the outcome is dependent on your leadership. We want you to take responsibility for the results of your leadership.

Our deepest hope and prayer is that your whole inner being may become so much like Christ's that you naturally and routinely do His work in the world. May your internship contribute towards this end!

PREPARING FOR INTERNSHIP

Sophomore Seminar

Before you can enroll in an internship for college credit, you need to complete MINS 2010 Sophomore Seminar. This course provides general information and uses assessments to help you gain a sense of where you are in your personal and professional development so that you can plan your internship more strategically.

Approved Internship Site

As you plan your internship, you must meet with your faculty supervisor to receive approval for the internship site. An approved site should give you the opportunity for a wide range of learning experiences. An approved site also needs a Field Mentor with at least three-five years of experience, who models Christian character, and is willing to invest the time and energy to serve as a coach and mentor.

You should approach the church or organization where you wish to work, and explore the possibility of an internship with them. Until your internship is approved with the college, firm commitments should not be promised. Remember, it is your responsibility to find a place to do your internship. The school will help as much as possible, but ultimately it is up to you to locate and secure an internship. (Note: The Internship Coordinator has a notebook with current requests and notices for interns in various types of positions)

All Students: *You **must** meet with your faculty supervisor prior to any discussions of an internship with a possible internship site.*

Approved Learning Covenant

You are not allowed to enroll for an internship until you have submitted a Learning Covenant to the Internship Coordinator. The Learning Covenant must be signed by all three partners in the internship. It is an agreement between you (the intern), the Field Mentor, and your faculty supervisor (representing the college) about what you will do and learn during your internship. It clarifies the expectations in order to minimize frustration and provides the platform for direction, accountability, and support. Guidelines for writing your learning covenant and an example are given in the following pages. The key elements are:

- Your contact information
- The Field Mentor's contact information
- A list of responsibilities
- How you intend to learn and grow from the experience

Enrolling for Internship

All of the following steps must be completed in the order they are presented here, to be enrolled and receive credit for each internship.

1. **Complete** MINS 2010 Sophomore Seminar and/or Internship Planning Meeting
2. **Submit** the Internship Intent to Enroll to the Internship Coordinator
3. **Meet** with your faculty supervisor
4. **Secure** an approved internship site
5. **Create** a learning covenant in coordination with your Field Mentor & Faculty Supervisors
6. **Submit** the approved learning covenant to the Internship Coordinator
7. **Pre-register** for your internship with the Internship Coordinator

Note: If you have any questions regarding this process, see the Internship Coordinator.

WHAT DO SUCCESSFUL INTERNS DO?

Start Early

Successful interns do not wait until the last minute to plan their internship. They plan ahead. Even before they have to plan an internship, they begin thinking about how they need to grow and develop and what kind of highly qualified mentor will help that process.

Establish Credibility

Successful interns establish credibility early on. They are on time for events and appointments. They follow through with assigned tasks. They keep their word. They are appropriately dressed and groomed. They are willing to help out and go the extra mile.

Act as Good Colleagues

Successful interns treat fellow staff and volunteers the way they want to be treated. They treat them with respect. They take an interest in them as people. They listen more than talk. They try to see another's perspective.

Work Proactively

Successful interns take the initiative for their work and learning. They accept responsibility for the value of the experience. They come to work prepared. They act with eagerness and enthusiasm. They don't procrastinate. When something needs doing, they do it. They seize opportunities.

Work with Others

Successful interns seek to understand existing structures and work with those involved. They utilize the abilities of others and involve people in the tasks, rather than doing it all themselves. They are cooperative and congenial. They have a reputation for valuing others.

Seek Feedback

Successful interns tactfully seek feedback on their work. They listen to constructive criticism with a spirit of humility. They want to know what they are doing well and what they need to do better and they implement feedback.

Keep Communication Lines Open

Successful interns make sure the expectations are clear all the way around. They seek the information they need. They ask lots of questions. They let those they are working with know what's going on, how they are coming on projects, what they need, and what they appreciate about staff and volunteers.

Keep Focused on Learning

Successful interns never forget that they are on the job to learn. They come to the ministry site open to new ideas and experiences. They keep their ears and eyes open to successful approaches and useful tips. They evaluate their performance. They read.

Collect Portfolio Artifacts as They Go

Successful interns don't wait until the end to collect artifacts for their portfolio and then rush to throw something together. They are gathering items as they go.

SOME PITFALLS TO AVOID

“Shooting yourself in the foot” in the first weeks

You can create real problems for yourself in the first few weeks by dressing inappropriately, arriving late for work and appointments, coming to events unprepared, and appearing haphazard and disorganized. You don't have to be an expert but at least care about doing your best work at all times.

Being passive rather than active

To be passive means you expect others to tell you what to do and plan your days for you, rather than taking the initiative for learning what you need to be doing and planning your internship. It means you don't seek out what needs to be done and you don't ask advice on what your supervisor expects of you. It means you are withdrawn and isolated.

Being inconsiderate of the people you work with

Don't be rude to others. If you want help from someone, ask rather than demand. Don't be irritable or critical. Be thoughtful and sensitive to the ideas and feelings of coworkers and volunteers. Don't gossip.

Acting like a know-it-all

Don't act like you're the expert and you're going to fix everything. Don't try to change everything and straighten everyone out. Don't flaunt your knowledge. Instead, ask lots of questions, and listen more than talk, especially in the beginning. Admit your mistakes and learn from them, rather than defend yourself or excuse yourself.

Treating your internship as a tedious curriculum requirement rather than a learning opportunity

If you treat your internship as just another hoop you have to jump through you won't reap many benefits, if any at all. You'll put in minimal effort and time. Your observations and reflections will be perfunctory at best. You'll get out of it what you put into it. You may get the credit but you'll have missed out on a great opportunity for personal and professional growth.

